This is a math class with a difference. It is open-entry, open-exit, with an extended timeframe. It requires both on-campus and online attendance. It features state-of-the-art online learning materials and on-campus faculty and tutorial support. The course is designed to give you the best possible chance to succeed through active problem solving, an immersive learning experience, and mastery learning.

**Active Immersion Mastery (AIM):**
We’ve developed a learning environment that helps you make the commitment to succeed and stick with it. It’s called Active Immersion Mastery. This unique approach to learning math, along with the excellent online learning resources, will help you conquer this course once and for all. Here’s the approach in a nutshell:

1) **Active – Be a creator!**
   Learning math is an active sport. When people keep doing what they’ve been doing, even when it doesn’t work, they are acting as **victims**. To succeed in math, you need to change your beliefs and behaviors to create the best possible result. This is being a **creator** (See the Responsibility & Choice document in CourseCompass and the Victim/Creator video). Change your behavior and study patterns to something that is proven to work.

2) **Immersion – Make a weekly study plan and follow through**
   Math is a language. The fastest way to learn a foreign language is to immerse yourself in that language. The same holds true with learning the language of Math. You need to study it every day and immerse yourself in the learning process. Study online at home. Study math at school in the Math Center with the help of your instructor and tutors. Study with a study partner or study group.

   Make a weekly schedule that includes hours dedicated to study this class. Include plenty of time to drill and practice your newly learned math skills. Repetitive practice is the key to preparing for and passing the cumulative final exam.

3) **Mastery – Master each topic**
   The entire course is based around mastery learning. The textbook sections are linked in a sequential manner. You need to pass the homework in a section before you can take the quiz. You need to pass the quiz in a section before you can do the homework in the next section (or take a unit exam). Passing is 70%, but you can repeat all homework and quizzes until you master them. Math is a subject that builds on previous knowledge. Master each topic to prepare for the more advanced topics.

Active Immersion Mastery. Take AIM. Hit your target goal.
Materials:
Required: Notebook (spiral, 3 hole, etc. Dividers are helpful)
Optional: Calculator (Scientific calculator for Math 46 and 96), Protractor.

You have several options for purchasing your course materials. Since all of the homework, quizzes, study plan and testing are done through an online website which requires an access code, the primary course materials requirement is a MyMathLab access code and notebook. The textbook, a scientific calculator and a protractor are recommended, but optional, since they available online through MyMathLab. Your purchase options:

Math 38 CRN 95812
1. Full textbook bundle, ISBN 13: 978-0-558-34948-6, from the City College bookstore. This bundle includes the textbook, a MyMathLab access code, video CDs, a student solutions manual, and a study skills book. The cost is $111.75.
2. Worksheet bundle, ISBN 13: 978-0-558-37115-9, from the City College bookstore. This bundle includes a Worksheet booklet, a MyMathLab access code, and a study skills book. The cost is $87.35.
3. MyMathLab/Study Skills bundle, ISBN 13: 978-0-558-54444-7, from the City College bookstore. This bundle includes a MyMathLab access code and a study skills book. The cost is $75.35.
Note: Option 2 and 3 do not include a printed textbook. That will work only for students that already have the textbook or are comfortable using the online textbook rather than a physical book. If you forgo the purchase of the textbook, you’ll need to print your own study materials, and bring them to class for times when the MyMathLab Website is down.

Math 46 CRN 95830 and Math 96 CRN 95848
1. Full textbook bundle, ISBN 13: 978-0-558-34949-3, from the City College bookstore. This bundle includes the textbook, a MyMathLab access code, video CDs, a student solutions manual, and a study skills book. The cost is $117.35.
2. Worksheet bundle, ISBN 13: 978-0-558-37114-2, from the City College bookstore. This bundle includes a Worksheet booklet, a MyMathLab access code, and a study skills book. The cost is $87.35.
3. MyMathLab/Study Skills bundle, ISBN 13: 978-0-558-54444-7, from the City College bookstore. This bundle includes a MyMathLab access code and a study skills book. The cost is $75.35.
4. You can optionally purchase the MyMathLab access code online at CourseCompass.com for $75, and you may be able to purchase it online from other sources for less.
Note: Options 2, 3, and 4 do not include a printed textbook. That will work only for students that already have the textbook or are comfortable using the online textbook rather than a physical book. If you forgo the purchase of the textbook, you’ll need to print your own study materials, and bring them to class for times when the MyMathLab Website is down.

MyMathLab access code(required):
The MyMathLab (mml) access code is required for all classes taken in the Math Center. All homework, quizzes, study plan and exams are accessed through the course compass system. You must log into Course Compass and begin your course work immediately.
**Flexible Entry and Exit:**
The structured self-paced Math Center courses are virtually open-entry and open-exit. You may enroll in a Self-Paced course at nearly any time during the semester (with instructor approval). You may also finish a course in less than one semester, or you may take almost two consecutive semesters to complete Math Center courses.

- You must finish the class on or before the final date for your class.
- The end/final date is the same for all Fall ‘10 Math Center students, regardless of when you add the class during the semester.
- For Math Center students not finishing in the fall semester, the last day to take your final will be Friday May 6, 2011. The Math Center end/final date is **not** the same as the end of semester for regular lecture classes; refer to your student handbook for important dates.

**Financial Aid Students:**
Math Center class units are **only** credited toward the semester in which you receive your addcode. Even if you don’t finish in one semester, you will end up taking a full load (12 units) the next semester, in addition to finishing your self-paced math class, in order to maintain your benefits. You are strongly encouraged to finish the course in one semester. Also, make sure you add this class before the financial aid add deadline, so it counts toward your course load. Check with the financial aid office to verify the deadline.

NOTE: Math Center Fall semester class units are **only** credited toward the fall semester.
Math Center Fall semester class units do not count toward Spring 2011 units.

**Veterans:**
Math Center classes are **non-benefit** for veterans. Veterans are welcome to take Math Center classes, however they will need to pay for them out of their own pocket. Please see the Veterans Affairs Office before you enroll.

**Course Requirements:**
- Students need to have the appropriate Math Level to meet the prerequisite requirements for the course.
- Math 38 requirement is M20; Math 46 requirement is M30; Math 96 requirement is M40
- Regular and consistent attendance is a key part of the success formula. Attendance is tracked and enforced. There are two specific requirements: online login and on-campus attendance. The weekly time commitment for a student with average math ability is **15 hours per week for Math 46 and Math 96 courses and 12 hours per week for Math 38.** Of course, if the material is particularly challenging for you, it will require more time.

  **Online hours tracked in CourseCompass** (required regardless of Math Center schedule)
  10 hours per week Math 46 and Math 96
  8 hours per week for Math 38.

  CourseCompass tracks time in homework, quizzes, and the study plan. It does not track time reading the multimedia textbook or taking an exam.

- **Must attend required hours on campus in Math Center, L-208**
  5 hours per week for Math 46 and Math 96
  4 hours per week for Math 38

  Note that hours spent online in trackable CourseCompass activities while in the Math Lab, count for both on-campus and online time

- Keep in mind, the more hours you devote to your class, the sooner you will complete it. Most students complete the class in one semester or less and we encourage you to embrace the challenge.
- Students must have a photo CSID card to use the Math Center (no exceptions).
- Do all required homework, quizzes, exams, workshops, and final exam before the end/final date of the course.
Check-In and Check-out:

You must check-in/out **every time** you enter or leave the Math Center.
(yes, even for a quick breath of fresh air, to use the restroom, to make or take a call, or take a break)

- You will be assigned a Math Center ID number.
- It is important that you use your student ID card and your Math Center ID number to check in/out each time you enter or leave the Math Center, so we have an accurate account of your attendance.
- It is the student’s responsibility to make sure he/she is checked-in and out. Check the monitor and verify that the time you checked in and out are correct.
- If you leave without checking out or if an error is not taken care of prior to leaving the Math Center for the day, you will not receive credit for the time you were in the Math Center that day.
- You will be responsible to make up all the time that you do not get credit for due to not checking in or out correctly.
- Attendance is checked every two weeks, refer to the attendance policy in your Student Handbook for additional information

Exams:

You must take the designated number of exams and a final exam to earn a passing grade in this course. The exams are taken in the Math Center in CourseCompass using the system calculator.

Math Center Final:

The Math Center final may be taken after a student has completed all homework, quizzes, exams, and workshops. A student does not need to wait until the end of the semester to take the final. Students are allowed to take the Math Center class final as soon as the course requirements have been met.

- **The final may only be taken once.** Students must pass the Math Center department final with 36 out of 60 questions correct to pass the class.
- Students are allowed 120 minutes for the final. It is the students’ responsibility to make sure they do not exceed the time allowed for the final. If the allowed time is exceeded the student will receive a zero on the final exam.
- No calculators are allowed on the final or practice final.
- All finals must be taken on paper. Finals are not available on the computers.
- Practice finals can be taken at any time online.
- The practice final test is optional, however, highly recommended.

Grades:

Your Math Center course grade depends entirely on the final exam.

1. **If you score 35 or less out of 60 on the final exam:**
   You will not pass the course, regardless of your prior course average. You will receive a grade of D or F, and will need to retake the course in order to pass.
2. **If you score 36 or more out of 60 on the final exam:**
   Your grade will be based on your course average as calculated in MyMathLab with weighted percentages of homework, quizzes, Study Plan, Workshops, and Final Exam. See the Syllabus for more details.
   *Grade cut-offs are 90% for an A, 80% for a B, 70% for a C, and 60% for a D*

The Final Exam is extremely important to your course grade. All your study efforts throughout the semester should be focused on preparing for the Final Exam.
How to approach your Math Center course:

• For **each section** in your book:
  • **Outline** the section with **bullet points** in your course **notebook** (see BPR document).
  • **Review** your BPR outlines of this section and all previous sections in the chapter.
  • **Watch** the section **video** and **take notes**, again, in your notebook.
  • **Work Practice Exercises** in the section. Practice Exercises follow each exercise. Answers to practice exercises are in Answers To Selected Exercises after the Appendices.
  • **Do** the assigned **homework** for the section on the computer in course compass. **Record work in notebook** for reference. Obtain a **score of 70%** or better for each homework assignment.
  • **Review** the homework exercises.
  • **Do** the **quiz** for that section on the computer in course compass. **Record work in notebook** for reference. Obtain a **score of 70%** or better.
  • **Organize your notebook** containing BPR outline, video and reading notes, practice exercises, homework problems, and quiz problems. **Prepare notebook for faculty and tutors.**
  • **Repeat the steps** above for the next section. Work through each section until you complete the chapter.
  • When you have completed the chapter, **do the study plan** for that chapter. Click the “study plan” button on the left side bar in CourseCompass. Select the chapter, select the sections highlighted in blue and do the problems. The study plan is an excellent way to **review the chapter** and **prepare for the unit exam**.
  • **Repeat the above steps** until you have completed the required chapters and sections to take a unit exam. Refer to the class outline below or Learning Flow Overview in Chapter Contents in CourseCompass for exam intervals.
  • **Take a unit exam**. When you have completed the sections required for a unit exam, hand your CSID to the instructor to request the exam. Take the exam on the computer using the system calculator.
  • **Repeat all steps** until you have completed all course sections and exams.
  • **Take the practice final** (optional, but recommended). Practice finals are located at the back of the printed textbook and in the Take a Quiz link in CourseCompass.
  • **Take the final exam**. The final is one attempt only and no calculator allowed. Remember that you must pass the departmental final exam with **60% or better to pass the course**. So, all your study efforts should be directed toward long-term learning in preparation for the final exam.
How to Enroll in a Math Center course:

1. **Obtain a picture ID** (if you don’t have one). Your student ID card is required at all times to use the Math Center. Sorry, students will not be able to check-in/out or use the Math Center without their SDCCD Student ID card (CSID). Bring your ID card with you every time you come to the Math Center.

2. **Attend an orientation:** You will learn how the self-paced courses operate, so you can determine, if they will meet your needs. This semester you will need to attend an orientation in the Math Center.

3. **Obtain an Add Code for your Math Center class:** If you are not already registered for a Math 38, 46, or 96 course, you will need an addcode. See the Math Center assistant supervisor/supervisor for an addcode. Note: Prerequisites are enforced; Math 46 (math level M30) and Math 96 (math level M40 or higher).

4. **Register for Math Class-use Reg-e:** Add the class immediately upon receiving your add code.
   You can register online on Reg-E at [http://studentweb.sdccd.edu](http://studentweb.sdccd.edu). There are registration computers in the cafeteria. Double check to make sure that you have added the correct course.

5. **Purchase required materials:** Only the specified required materials will work with the Math Center learning system. You can purchase the material from either the City College bookstore or KB books.

6. **Print Out the Getting Started Document:** Bring a copy of the “Fall 2010 Getting Started” document with you when you return to the Math Center to get started and attend the getting started workshop.
   To print the document from the Math Center website [http://citymathcenter.sdccd.edu](http://citymathcenter.sdccd.edu); click on “Quick Links”, Math Center Orientation, select “Fall 2010 Getting Started”.
   To access the document on Blackboard Vista go to [http://online.sdccd.edu](http://online.sdccd.edu) enter your Username: Student ID number and Password: Your Birthdate (mm/dd/yyyy).

7. **Log in to MyMathLab:** Register for your class in Course Compass immediately upon adding the class.
   Remember you must meet the required attendance hours in the Math Center, even if you are working on class outside of the Math Center.
   “How to register for MyMathLab” instructions are in the front of your textbook or online in the “Fall 2010 Getting Started” document, on Blackboard Vista and the Math Center website [http://citymathcenter.sdccd.edu](http://citymathcenter.sdccd.edu).
   Note: You will not be able to start your homework, take quizzes or work on the study plan until you have attend the “Getting Started” workshop and submitted your Math Center study schedule.

8. **Read the Student Handbook online in Course Compass:**
   The Student Handbook is your complete course syllabus. (Click on Syllabus/Student Handouts on the left side bar)

   **You are required to read it thoroughly!** Your success in the Math Center depends on it.

9. **Return to the Math Center, obtain your Math Center ID and attend the Getting Started Workshop:**
   Return to the Math Center to start your class. Bring a print out of the “Getting Started Document”, check in at the front counter and obtain your Math Center ID number from the staff. Sign-up and attend the Getting Started Workshop.
   Note: Before you can access the online homework, obtain your Math Center ID number, attend the workshop (bring a notebook and a pen/pencil) and submit a Math Center study schedule (fill it out at the workshop).

**Let the Learning Begin:**

A) The basic learning process is outline, watch video, read, do homework, take the quiz, do the study plan and then move on to the next section. Repeat as necessary. Take cumulative exams at the specified intervals.

B) There are several ways for you to learn the material, based on your preferred learning styles – read the text and practice with margin exercises and exercise sets, watch the lecture videos and use the tutorial software as needed to work additional exercises.

**Have a great semester!!!**